

From: Meza-Cuadra, Claudia
To: [Margolies, Jennifer](#)
Subject: FOIA Case 001118
Date: Wednesday, June 26, 2013 3:55:00 PM
Attachments: [FOIA Case EPA-HQ-2012-001118 - Letter.docx](#)

Hi Jennifer,

Here is a draft of the response letter. I'm guessing that the standard language needs to be tweaked since we are withholding some documents. After we have a second draft, I'll have Jeanne sign off on it.

A couple of questions:

- 1) Currently the indexes of the responsive documents are separated out by person. Should they be combined into one?
- 2) Do the indexes need to be changed in any other way before sending out? i.e. content/format?
- 3) Can the files be uploaded into FOIA online rather than sending them as PDFs?

Lastly, are you helping out on all FOIA issues? If so, could you do me a favor and check whether any documents have been uploaded to FOIA online for case HQ-2013-005335? I don't have access to FOIA Online and OW was supposed to post responsive files to it a few weeks back.

Thanks for your help!

Claudia Meza-Cuadra
Office of Science Policy
U.S. Environmental Protection Agency
Email: meza-cuadra.claudia@epa.gov
Phone: (202) 564-4486